



# Fermilab

TD - 6010

## TECHNICAL DIVISION

### CONTROL OF RADIOACTIVE MATERIALS Class 2 AND HIGHER INTO TECHNICAL DIVISION BUILDINGS

**Written by:** \_\_\_\_\_  
Mike Herr, TD RSO

**Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_  
Romesh Sood, TD Support Head

**Date:** \_\_\_\_\_

**Approved:** *Original signed by Peter Limon 4/20/99*  
Peter Limon, Division Head

**Date:** \_\_\_\_\_

## 1.0 PURPOSE AND SCOPE

- 1.1 Prior approval from the Technical Division Head is required to move radioactive materials that are Class 2 and higher into Technical Division buildings
- 1.2 The intent of this policy is to control the movement of radioactive materials Class 2 and higher and to ensure that planning consistent with ALARA principles and the requirements of the Fermilab Radiological Control Manual occurs.

## 2.0 PROCEDURE

- 2.1 Before any radioactive material Class 2 or higher is moved into a Technical Division building, a "*Request to Move Radioactive Materials Class 2 and Higher into Technical Division Buildings*" form (see Appendix A) must be completed by the requestor.
- 2.2 The completed form must be forwarded to the Technical Division Radiation Safety Officer (RSO) for review.
- 2.3 The RSO will forward the form to the Technical Division Head for review and approval.

- 2.4 Upon Division Head approval, the Class 2 or higher radioactive material can be moved into the specified Technical Division building.
- 2.5 The Radiation Safety Officer will send a copy to the approved form to the requestor and the appropriate Building Manager. The original will be kept in the Technical Division ES&H Group files.



**Fermilab**

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## **Appendix A**

# **Request to Move Radioactive Materials Class 2 and Higher into Technical Division Buildings**

Requester: \_\_\_\_\_

Date: \_\_\_\_\_

Device: \_\_\_\_\_

Serial #: \_\_\_\_\_

Technical Division Building where Device is to be stored: \_\_\_\_\_

Date material will arrive: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
 Technical Division Radiation Safety Officer

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 Technical Division Head

Date: \_\_\_\_\_

Original: Technical Division ES&H Group

Copy: Requestor, Building Manager